

**CITY OF LEWISTON, MAINE  
NOTICE TO CONTRACTORS**

Sealed Proposals are being accepted for the **CITY OF LEWISTON ARMORY FIRE ALARM SYSTEM REPLACEMENT PROJECT**, which consists of obtaining competitive design/build quotations from Fire Alarm System Design/Build Contractors to furnish all design, labor, services, and materials necessary to furnish and install a complete and functional fire alarm system (System) for the Armory/Recreation Facility located on 65 Central Avenue, Lewiston, Maine. In addition the Lewiston School Department will be adding six (6) classrooms on the second floor of the Armory Building over the next three months, which are to require additional work to meet fire code requirements for the school facility. Any additional cost related to the proposed school portion of this project will be included in bid item No. 2.

The System shall comply in all respects with all pertinent codes, rules, regulations and laws, and of local jurisdiction. The System shall comply in all respects with the requirements of the manufacturer's recommendations, and Underwriters Laboratories Inc. (ULI) listings as outlined or implied in this Request for Proposals (RFP).

Proposals will be received by the City of Lewiston, Maine at the office of the Director of Budget/Purchasing until 2:00 p.m., on Thursday, July 14, 2016. Each proposal shall include a sealed fee statement in a separate envelope for the work to be performed. The fee statement will not be opened until the Design/Build Contractors have been rated.

Each proposer is required to state in his/her proposal his/her name and place of residence and the names of all persons or parties interested as principals with him/her; and that the proposal is made without any connection with any other proposer making any proposal for the same work; and that no person acting for or employed by the City of Lewiston is directly or indirectly interested in the proposal or in any contract which may be entered into to which the proposal relates, or in any portion of the profits therefrom, except as provided by the City Charter.

All Contractors who plan to submit a proposal are **required** to attend a meeting to be held at the Armory Building at 65 Central Avenue, Lewiston, Maine on **Monday, June 20, 2016 at 10:00 A.M.** The meeting will be held in the first floor Administration Conference Room. Attendance at this meeting by the Contractor or his/her qualified representative is a mandatory prerequisite for the acceptance of a proposal from that Contractor.

**The proposal must be signed by the bidder with his/her full name and address in a sealed envelope together with the bid security. The envelope shall be marked with the name and address of the bidder and entitled:**

**CITY OF LEWISTON ARMORY FIRE ALARM SYSTEM REPLACEMENT PROJECT**

and addressed to: "Director of Budget/Purchasing, City Hall, Lewiston, Maine". If the proposal is forwarded by mail, the sealed envelope containing the proposal and marked as above must be enclosed in a second envelope which shall be addressed to: "Director of Budget/Purchasing, City Hall, 27 Pine Street, Lewiston, Maine 04240." All mailed proposals should be sent by registered mail to ensure delivery.

Any proposer may withdraw his/her proposal prior to the scheduled time for the opening of proposals upon presentation to the Director of Budget/Purchasing of a request, in writing, to do so. Any proposer who withdraws his/her proposal within thirty (30) days after the actual opening thereof shall be considered to have abandoned his/her proposal and the bid security accompanying the proposal will be forfeited to the City of Lewiston.

Any proposal received after the scheduled opening time will not be considered. The Finance Committee reserves the right to waive any formality and may consider as informal any proposal not prepared and submitted in accordance with these provisions. The Finance Committee reserves the right to accept any proposal or reject any or all proposals if it is deemed to be in the public interest to do so.

**No proposal will be considered unless it is accompanied by a bid security in the form of a bid bond or certified check in the amount of ten (10%) percent of the total base bid price, made out in favor of the City of Lewiston.** All bid securities will be released upon deliverance of a signed contract or, if no contract award is made, within forty-five (45) days after the opening of the proposals, unless forfeited as herein stipulated.

The Contract must be signed within ten (10) days, Saturdays, Sundays, and holidays excepted, after the date of notification to the bidder by the Director of Budget/Purchasing of the acceptance of his/her proposal and readiness of the Contract to be signed. If the bidder fails or neglects, after such notification, to execute the Contract, the Finance Committee may determine that the proposal has been abandoned; and, in such case, the bid security accompanying the proposal will be forfeited to the City of Lewiston.

**Performance and Payment Bonds are not required.**

The work is to be commenced within ten (10) days after the execution of the contract unless otherwise specified in the Specifications or directed by the Director of Budget/Purchasing, in writing, and is to be continued with diligent regularity until its completion within the time limit specified.

All Proposals must be made on the blank Proposal Form bound in the Contract Documents, or as otherwise provided for in the Specifications. Bidders shall state prices for each separate item of work as called for in the Proposal Form. These prices are to cover the entire expenses incidental to the completion of the work in full conformity with the Contract Documents.

The prices must be stated both in words and figures. Should a discrepancy be found between the prices written in words and the prices written in figures, the prices written in words shall govern. Proposals which do not contain prices for all items which are called for, or which otherwise are not in conformity with this Notice, may be rejected.

Each proposer shall make his/her Proposal from his/her own examinations and estimates, and shall not hold the City, its agents or employees responsible for, or bound by, any schedule, estimate, sounding, boring, or any plan of any thereof; and shall, if any error in any plan, drawing, specification or direction relating to anything to be done under this contract comes to his/her knowledge, report it at once, in writing, to the Director of Public Buildings.

All materials and labor required to complete the work will be supplied by the Contractor unless otherwise provided for in the Supplemental Specifications. The cost and expense of all the necessary labor, tools and equipment required to complete the work shall be included in the prices stated in the proposal.

The Owner may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Owner such information and the data for this purpose, by answering all questions on the Statement of Bidder's Qualifications. The Owner reserves the right to reject any bid if the evidence submitted by, or the investigation of such bidder, fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein. The Owner reserves the right to reject any or all bids if it would be in the public interest to do so. A proposal, which includes for any item a bid that is abnormally low or high, may be rejected as unbalanced.

The investigations of the bidder will seek to determine whether the organization is adequate in size and experience and whether available equipment and financial resources are adequate to assure the Owner that the work will be completed at a rate consistent with the completion date set forth in the Proposal. The amount of other work to which the bidder is committed will also be a consideration in establishing that a Contractor is a "responsible bidder" in conformity with the requirements of the Contract.

Request for Proposal (RFP) Specifications can be obtained on the City Website at: [www.lewistonmaine.gov](http://www.lewistonmaine.gov) under Purchasing and "Bids and Awards." Contract documents can also be viewed at the following locations:

- Associated Constructors of ME, 188 Whiten Road, Augusta, ME 04330; Tel. no. 622-4741; Fax no. 622-1625; Email: [smetrano@agcmaine.org](mailto:smetrano@agcmaine.org)
- Portland Construction Summary of ME, Cross Insurance Building, 2331 Congress Street, Portland, Maine 04102; Tel. No. 207-990-1156; Email: [info@constructionsummary.com](mailto:info@constructionsummary.com)
- McGraw-Hill Construction, 3315 Central Avenue, Hot Springs, AR 71913 Tel. No. 781-430-2004; Email: [dodge\\_document\\_na@mcgraw-hill.com](mailto:dodge_document_na@mcgraw-hill.com)

All questions by prospective Contractors pertaining to the Request for Proposals must be received, in writing, by the Director of Public Buildings, at least five (5) days before the date set for the opening of the proposals. Any questions which, in the opinion of the Director of Budget/Purchasing, require interpretation, will be sent by e-mail, with the interpretation, in the form of a numbered Addendum, to each person or firm who has taken out a set of Contract Documents, not later than three (3) days prior to the scheduled opening of the proposals. Addenda issued later than three (3) days prior to the scheduled opening of the proposals may be made by telephone. Proposers shall acknowledge receipt of all Addenda in the space provided therefore in the Proposal Form, whether the Addenda are in response to questions or otherwise issued by the City and whether the Addenda are received by email, fax, or telephone.

**CITY OF LEWISTON**  
**PROPOSAL FOR**  
**Bod # 2016-042**  
**CITY OF LEWISTON ARMORY FIRE ALARM SYSTEM REPLACEMENT PROJECT**

To: Director of Budget/Purchasing  
City Hall, Lewiston, Maine

Dear Sir/Madam:

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the City of Lewiston, by its City Administrator, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and to furnish all the materials, except those specified in the Specifications to be furnished by the City, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Buildings as provided for therein; and that he/she will accept in full payment therefor the following sums to wit:

**ITEM EST.**

**NO. QTY UNIT ITEM DESCRIPTION & UNIT TOTAL**

**BASE BID ITEMS**

- |    |   |      |                                                                                                        |
|----|---|------|--------------------------------------------------------------------------------------------------------|
| 1. | 1 | L.S. | Furnish and Install a Complete and Functional<br>Fire Alarm System for the Armory/Recreation Building: |
|----|---|------|--------------------------------------------------------------------------------------------------------|

\_\_\_\_\_ L.S. \$ \_\_\_\_\_

- |    |   |      |                                                                                                                                                                               |
|----|---|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | 1 | L.S. | Furnish and Install Additional Fire Alarm System<br>Equipment to Meet Fire Code Requirements For the<br>Additional Six (6) Class Rooms for the<br>Armory/Recreation Building: |
|----|---|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

\_\_\_\_\_ L.S. \$ \_\_\_\_\_

Total	Request	for	Proposal	Cost:
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\_\_\_\_\_

The undersigned acknowledges the receipt of Addenda numbered \_\_\_\_\_ .

The undersigned further agrees that, after notification by the Director of Budget/Purchasing of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract, unless otherwise specified in the Supplemental Specifications or designated by the Director of Public Buildings in writing; and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of two hundred dollars (\$200.00) for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Engineer and the Director of Public Buildings.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lewiston and of the State of Maine, in that order. The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the City of Lewiston is directly or indirectly interested in this Proposal or in any contract which may be made under it or in profits expected to arise therefrom, except as provided by the City Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full; and in the case of a Corporation, give names and addresses of President, Treasurer and Manager; and in case of a Partnership, give names and addresses of members):

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Accompanying this Proposal is a bid security deposit in the amount of \_\_\_\_\_ (\$\_\_\_\_\_)

which is to become the property of the City of Lewiston, by forfeiture, if the undersigned fails, after notification by the Director of Budget/Purchasing of the acceptance of his/her proposal, to execute a contract with the City and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her proposal within thirty (30) days after the opening of the proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

<b>FIRM</b>	
<b>SIGNATURE</b>	
<b>NAME &amp; TITLE</b> (print/type)	
<b>ADDRESS</b>	
<b>TELEPHONE #</b>	
<b>E-MAIL ADDRESS</b>	
<b>FAX #</b>	
<b>DATE</b>	

Please answer the following questions completely; attach sheets if necessary:

1. Installer name, address and phone number:

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2. List Project Superintendent and years of experience with the company that will be assigned to this project.

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3. List of references for at least three similar projects:

a. Project name and address:

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Owner name, address and phone number:

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b. Project name and address:

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Owner name, address and phone number:

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c. Project name and address:

---

Owner name, address and phone number:

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4. List all Subcontractors, if not identified above:

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Form prepared by:\_\_\_\_\_Date:\_\_\_\_\_

Print or Type

Title:\_\_\_\_\_

Signature:\_\_\_\_\_



**CITY OF LEWISTON, MAINE**  
**CONTRACT FOR**  
**BID No. 2016-042**  
**CITY OF LEWISTON ARMORY FIRE ALARM SYSTEM REPLACEMENT PROJECT**

This Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ in the year two thousand and sixteen, by and between the City of Lewiston, Maine, a municipal corporation existing under the laws of the State of Maine, hereinafter called "Owner," by its City Administrator, party of the first part, and \_\_\_\_\_ hereinafter called "Contractor," with legal address and principal place of business at \_\_\_\_\_ party of the second part:

**WITNESSETH:**

That the parties to these presents, each in consideration of the covenant and agreements on the part of the other herein contained, have covenanted and agreed and do hereby covenant and agree, the party of the first part for itself and the party of the second part for himself/herself and his/her heirs, executors, administrators and assigns under the penalties expressed in the Performance Bond and the Labor and Material Payment Bond as follows:

That this Agreement includes the following documents, hereinafter referred to as the Contract Documents, which are attached hereto and incorporated by reference into this Agreement:

1. Notice to Contractors
2. Proposal
3. Supplemental Specifications
4. Standard Specifications
5. Contract Plans, if any
6. Addenda, if any

That the party of the second part will do all the work, furnish all the materials, tools and equipment, except as otherwise specified, and do everything necessary and proper for performing and faithfully completing the work required by the Contract Documents in strict conformity with the provisions of the Contract Documents within the time specified in the Supplemental Specifications. That the party of the first part will pay the party of the second part as full compensation for well and faithfully completing the whole work according to the Contract Documents as follows:

The party of the second part represents and warrants:

**ITEM EST.**

**NO. QTY UNIT ITEM DESCRIPTION & UNIT TOTAL**

- |    |   |      |                                                                                                        |
|----|---|------|--------------------------------------------------------------------------------------------------------|
| 1. | 1 | L.S. | Furnish and Install a Complete and Functional<br>Fire Alarm System for the Armory/Recreation Building: |
|----|---|------|--------------------------------------------------------------------------------------------------------|

L.S. \$ \_\_\_\_\_

**C-1**

- |    |   |      |                                                                                                      |
|----|---|------|------------------------------------------------------------------------------------------------------|
| 2. | 1 | L.S. | Furnish and Install Additional Fire Alarm System<br>Equipment to Meet Fire Code Requirements For the |
|----|---|------|------------------------------------------------------------------------------------------------------|

Additional Six (6) Class Rooms for the  
Armory/Recreation Building:

\_\_\_\_\_ L.S. \$ \_\_\_\_\_

Total Request for Proposal Cost: \_\_\_\_\_

The party of the second part represents and warrants:

(a) That he/she is financially solvent; and is experienced in and competent to perform the work; and is able to furnish the plant, materials, supplies, labor, and equipment to be furnished by him/her; and:

(b) That he/she is familiar with all Federal, State, Municipal and Departmental laws, ordinances and regulations which may in any way affect the work or those employed therein; and:

(c) That such temporary and permanent work required by the Contract Documents to be done by him/her can be satisfactorily constructed and used for the purposes for which it is intended; and that such construction will not injure any person or damage any property other than that damage caused by the construction; and:

(d) That he/she has carefully examined the Contract Documents and the site of the work; and from his/her own investigation has satisfied himself/herself as to the nature and location of the work, the character, quality and quantity of surface and subsurface material likely to be encountered, the character of equipment and other facilities needed for the performance of the work, the general and local conditions; and all of the other materials and conditions which may in any way affect the work or its performance.

IN WITNESS WHEREOF, the said City, by its City Administrator and the said \_\_\_\_\_ by its \_\_\_\_\_ thereunto duly authorized have hereunto set their hands and seals the day and year first above written.

Signed in the presence of: City of Lewiston, Maine

\_\_\_\_\_  
Witness By: \_\_\_\_\_  
Edward A. Barrett, City Administrator

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness By: \_\_\_\_\_  
, Contractor

Date: \_\_\_\_\_

## **DIVISION 10**

### **10.1 SCOPE OF WORK:**

1. Overall: The purpose of this Request for Proposals is to obtain design/build proposals from a Fire Alarm System Contractors to provide a complete and properly functioning Fire Alarm System for the City of Lewiston's City Armory Building.

This Design/Build Contractor will be considered the Prime Contractor, and will carry and coordinate all work of sub trades needed to complete the project.

The Design/Build Contractor shall include all engineering, materials, equipment, tools, services and supervision necessary to design, furnish, and construct a fire alarm system. The Design/Build Contractor shall also install the fire alarm system acquired by the City, into satisfactory operation the equipment, services and systems as called for, or hereinafter specified, including any incidental work not specified, but which can reasonably be inferred as belonging to the fire alarm and necessary in good practice to provide a complete and satisfactory system. In addition the Lewiston School Department will be adding six (6) class rooms on the second floor over the next three months which will require additional cost to meet fire code requirements for the school facility. Any additional cost related to the proposed project will be included in bid item No. 2.

- a. Provide and install new fire alarm and voice evacuation panel and voice evacuation system. The new fire alarm control panel is to be located in the main office lobby with a remote annunciator, voice evacuation, and microphone located in the boiler room.
- b. Provide and install fire alarm pull stations, speaker strobes, smoke detectors and additional equipment needed to comply with all NFPA 72 and ADA requirements). Use the existing locations to minimize conduit and wiring cost. Additional conduit and wiring may be required to provide fire alarm equipment in areas that do not comply with current code requirements.
- c. The new fire alarm system shall be integrated with the existing automatic sprinkler system.
- d. Configure and test fire alarm system, including dialer to the system monitoring service.
- e. All installation and equipment will comply with Federal (NFPA 70, (NEC) and NFPA 72), State of Maine, and the City of Lewiston Fire Department code requirements.
- f. Remove all of the existing fire alarm system including, but not limited to, components, wire, panel and battery system that are not going to be used as part of the new fire alarm system.
- g. Each device will be labeled with the device zone and address information.
- h. As-built drawings will be provided at the end of the project. A laminated copy will be provided at the main panel and at the boiler room annunciator. All AutoCAD source files will be provided to the City of Lewiston.

### **10.2 TIME LIMIT:**

The Contractor shall complete all of the work outlined in the Contract Documents by August 26, 2016. The Director of Public Buildings or his/her authorized representative may extend the Time Limit, if the Contractor submits, in writing, evidence that he/she cannot complete the Project within the Time Limit specified because of long delivery time on the materials or other justifiable reason. The Contractor shall be responsible for ordering his/her materials promptly. The decision of the Director or his/her representative regarding the time extension shall be final.

### **10.3 PROPOSAL AWARD OR REJECTION:**

It is the intent of the City to award a contract within ten (10) days after the bid due date. The City reserves the right to reject any or all proposals. The City of Lewiston reserves the right to decrease or increase the scope of the project from the original proposal. Changes in the scope of the project will be in accordance with the prices established in the Proposal and Contract. The City reserves the right to delete all or portions of any item of work prior to the start of work on that item. The City reserves the right to negotiate with the Contractor(s) to determine the amount of work and fees to be included in the Contract.

### **10.4 BID SECURITY::**

The Design/Build Contractor will be required to provide a bid security of 10% for the total project.

### **10.5 QUALIFICATIONS:**

The contractor shall have successfully installed similar system fire detection, signaling control components on a previous project of comparable size and complexity. The owner reserves the right to reject any control components for which evidence of a successful prior installation performed by the contractor cannot be provided.

The contractor shall have in-house engineering and project management capability consistent with the requirements of this project. Qualified and approved representatives of the system manufacturer shall perform the detailed engineering design of central and remote control equipment. Qualified and approved representatives of the system manufacturer shall produce all panel and equipment drawings and submittals, and operating manuals. The contractor is responsible for retaining qualified and approved representative(s) of those system manufacturers specified for detailed system design and documentation, coordination of system installation requirements, and final system testing and commissioning in accordance with these specifications.

### **10.6 SELECTION:**

The process for selection of a Design/Build Contractor will consist of interested contractor(s) submitting proposals. The Selection Review Committee (SRC) will review the proposals and make a recommendation to the Finance Committee for award of the Contract. The SRC will consist of the Director of Budget/Purchasing, Director of Public Buildings, Director of Recreation, Director of Public Works, and the Building Superintendent.

The Contractor(s) shall address the proposed scope of services, including their approach, personnel who will do the work, in-house technical review and ability to meet the project schedule. Also, the

Contractor(s) shall submit information helpful in evaluating the Contractor(s), such as experience, qualifications, references, and the ability to work effectively with the involved parties.

The Design/Build Contractor's proposal(s) shall discuss in sufficient detail the steps that the Contractor(s) will take to arrive at the desired results. The Contractor must explain to the City in some detail how their proposal will affect our existing building operations while the work is being completed. The discussion shall be important for the selection process. The City of Lewiston reserves the right to solicit additional information from the Contractor(s) or their references and to reject any or all proposals.

The City of Lewiston will use the following criteria in evaluating the proposals:

1. A successful record in completing projects similar to the one described in this RFP.
2. The ability of the Contractor to design and build a Fire Alarm System that meets all fire code requirements and that is service friendly, and dependable.
3. The quality of the material and equipment used to complete the project. The Contractor shall submit a list of the key components to be used for the Fire Alarm System including Fire Alarm Control Panel, LCD annunciator(s), manual pull stations, smoke detectors, heat detectors, audible notification, appliances synchronized visual notification and any other items they are proposing to use for the project
4. The quality and depth of the Contractor team's applicable experience and expertise, especially with development of similar projects including planning and designing Fire Alarm Systems.
5. A list of at least three relevant projects with the name, address and telephone number of a contact person to check references.
6. The ability of the Contractor(s) to complete the work as outlined in the schedule based on current and projected workload.
7. Resumes of the personnel who may be assigned to this project, including relevant experience.
8. Other factors that would be helpful to the City of Lewiston in evaluating the Design/Build Contractor(s) for this project.

## **10.7 GENERAL CONDITIONS**

A. All materials entering into the installation, except as hereinafter noted, must be new and of the quality specified; otherwise, of the best commercial quality obtainable for the purpose. All parts to be worked, and the erection thereof, must be performed in the best and most substantial manner in accordance with the standards of the trade.

B. The Contractor shall visit the building sites and shall take such measurements as necessary, to determine the actual conditions and follow these plans and specifications so that he/she may properly install his/her work.

### **10-3**

C. Materials of equal specification may be substituted where an "or approved equal" is indicated. In cases of an "or approved equal," substitutions will be permitted only upon specific approval by the Director of Public Buildings, prior to the submittal of this Contractor's bid and before any of such items

are ordered.

## **10.8 PERMITS AND APPROVALS**

A. The Contractor shall obtain a Building and Electrical Permit from the City Building and any other permit as may be required in connection with the work of this Specification. The City of Lewiston has changed its permit fee policy and the Contractor is now responsible for acquiring and paying for all necessary permits.

B. The Contractor shall execute all work to conform to the requirements of all local, State, and Federal laws, regulations, etc., applicable to the work.

## **10.9 MANUFACTURER**

A. The manufacturer of the system equipment shall be regularly involved in the design, manufacture, and distribution of all products specified in this document. These processes shall be monitored under a quality assurance program that meets the ISO 9000 requirements.

B. All System components shall be the cataloged products of a single supplier. All products shall be listed by the manufacturer for their intended purpose.

1. Available Manufacturer: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the work including, but not limited to, the following:

a. Fire Alarm Control Panel and equipment:

- Edwards Systems Technology, Inc.
- Faraday, LLC.
- Federal Signal Corporation.
- Fire Control Instruments, Inc.; a GE-Honeywell Company
- Gamewell Company
- Notifier; a GE-Honeywell Company
- Siemens Building Technologies
- Silent Knight; a GE-Honeywell Company

b. Audible and Visual Signals

- Amseco: a division of Kobishi America
- Genetex Cororation
- System Sencor: a GE-Honeywell Company
- Wheelock, Inc.

2. All control panel assemblies and connected field appliances shall be both designed and manufactured by the same company, and shall be tested and cross-listed so as to ensure that a fully functioning system is designed and installed. The system supplied under this RFP shall be a microprocessor-based system. The system shall utilize independently addressed, microprocessor-based smoke detectors, heat detectors, and modules as described in this specification.

3. All equipment and components shall be the manufacturer's current model. The materials, appliances, equipment and devices shall be tested and listed by a nationally recognized approval agency for use as part of a protected premises protective signaling (fire alarm) system. The authorized representative of the manufacturer of the major equipment, such as control panels, shall be responsible for the satisfactory installation of the complete system.

## **10.10 GENERAL (REFERENCES)**

A. All work and materials shall conform to all applicable Federal, State and local codes and regulations governing the installation. If there is a conflict between the referenced standards, federal, state or local codes, and this specification, it is the bidder's responsibility to immediately bring the conflict to the attention of the Engineer for resolution. National standards shall prevail unless local codes are more stringent. The bidder shall not attempt to resolve conflicts directly with the local authorities unless specifically authorized by the Engineer.

B. System components proposed in this specification shall be ULI listed to operate together as a system. The supplier shall provide evidence with his submittal of listings of all the proposed equipment and combinations of equipment. The supplier shall be responsible for filing of all documents, paying all fees (including, but not limited to plan checking and permit) and securing all permits, inspections and approvals. Upon receipt of approved drawings from the authority having jurisdiction, the supplier shall immediately forward two sets of drawings to the Owner. These drawings shall either be stamp approved or a copy of the letter stating approval shall be included.

## **10.11 CODES**

### **A. Fire**

The equipment and installation shall comply with the current provisions of the following codes and standards:

NFPA 70 - 2007 National Electric Code®

NFPA 72 – 2007 National Fire Alarm Code®

NFPA 101- 2009 Life Safety Code®

UL 864 - Control Units for Fire Protective Signaling Systems.

UL 268 - Smoke Detectors for Fire Protective Signaling Systems.

UL 521 - Heat Detectors for Fire Protective Signaling Systems.

UL 464 - Audible Signaling Appliances.

UL 38 - Manually Actuated Signaling Boxes for Use with Fire-Protective Signaling Systems

UL 346 - Water flow Indicators for Fire Protective Signaling Systems.

UL 1971 - Signaling Devices for the Hearing-Impaired.

UL 1481 - Power Supplies for Fire Protective Signaling Systems.

Federal Codes and Regulations

City of Lewiston Fire Department

Americans with Disabilities Act (ADA)

International Standards Organization (ISO)

ISO-9000

ISO-9001

## **10.12 SYSTEM DESCRIPTION**

## A. General

1. The Contractor shall furnish all labor, services, and materials necessary to furnish and install a complete and functional fire alarm system (System). The System shall comply in all respects with all pertinent codes, rules, regulations and laws of the Authority, and of local jurisdiction. The System shall comply in all respects with the requirements of the specifications, the manufacturer's recommendations, and Underwriters Laboratories Inc. (ULI) listings.

2. It is further intended that upon completion of this work, the Owner be provided with:

- a. Complete information and drawings describing and depicting the entire system(s) as installed, including all information necessary for maintaining, troubleshooting, and/or expanding the system(s) at a future date.
- b. Complete documentation of system(s) testing.
- c. Certification that the entire system(s) has/have been inspected and tested, is/are installed entirely in accordance with the applicable codes, standards, manufacturer's recommendations and ULI listings, and is/are in proper working order. Contractor shall use "Fire Alarm System Certification and Description" as required by Section 1-6.2 of NFPA 72 - 2007 edition.

## B. Description

1. Provide and install new fire detection and alarm system that shall consist of:

- a. Fire Alarm Control Panel
- b. LCD annunciator(s)
- c. Manual pull stations
- d. Area smoke detectors
- e. Area heat detectors.
- f. Provide audible notification appliances
- g. Provide synchronized visual notification appliances.
- h. Provide connection to Central Fire Station.
- i. Remove the existing fire detection and alarm system(s) components that will be discontinued.

Note: It is allowable to use the Armory's existing fire equipment if it is compatible with the new system fire alarm system.

## C. Sequence of Operations

Upon the alarm activation of any area smoke detector, heat detector, manual pull station, or sprinkler water flow, the following functions shall automatically cause the following to occur:

- a. The internal audible device shall sound at the control panel and remote annunciator.
- b. The LCD display shall indicate all applicable information associated with the alarm condition including: device type, device location and time/date.
- c. All system activity/events shall be documented in system history and on the system printer.
- d. Any remote or local annunciator LCD/LED's associated with the alarm shall be illuminated.

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- e. Activate notification audible appliances throughout the building in alarm.
- f. Activate visual strobes notification appliances throughout the building in alarm. The



visual strobe shall continue to flash until the system has been reset. The audible devices shall be silent upon activation of the fire alarm system all visual and audible devices shall be activated. Audible devices shall be silenced with "System Reset" or "Alarm Silence" visual strobes

- g. Transmit an alarm signal to the Central Fire Station.
- h. All automatic events programmed to the alarm point shall be executed and the associated outputs activated.

#### D. Supervisory Operation

1. Upon supervisory activation of any sprinkler valve supervisory switch, the following functions shall automatically occur:

- a. The internal audible device shall sound at the control panel and remote annunciator.
- b. The LCD display shall indicate all applicable information associated with the supervisory condition including; device type, device location and time/date.
- c. All system activity/events shall be documented on the system printer and system history file.
- d. Any remote or local annunciator LCD/LED's associated with the supervisory activation shall be illuminated.
- e. A supervisory signal will be transmitted to the Central Fire Station.

#### E. Trouble Operation

1. Upon activation of a trouble condition or signal from any device on the system, the following functions shall automatically occur:

- a. The internal audible device shall sound at the control panel and remote annunciator.
- b. The LCD display shall indicate all applicable information associated with the trouble condition including: device type, device location and time/date.
- c. All system activity/events shall be documented on the system printer and system history file.
- d. Any remote or local annunciator LCD/LED's associated with the trouble zone shall be illuminated.
- e. A trouble signal will be transmitted to the Central Station.

#### F. System Configuration

##### 1. General

All Life Safety System equipment shall be arranged and programmed to provide a system for the early detection of fire, the notification of building occupants, the automatic summoning of the local fire department, and the activation of other auxiliary systems to inhibit the spread of smoke and fire, and to facilitate the safe evacuation of building occupants.

The System shall utilize independently addressed smoke detectors, heat detectors and input/output modules as described elsewhere in this specification.

## 2. Power Supply

The power supply shall be a high efficiency switch mode type with line monitoring to automatically switch to batteries for power failure or brown out conditions. The automatic battery charger shall have low battery discharge protection. All outputs shall be power limited. The battery shall be sized to support the system for <60> hours of supervisory as well as a trouble signal current plus general alarm for <5> minutes.

## 3. Display

The display module shall be of membrane style construction with a 4 line by 20 character Liquid Crystal Display. The LCD shall use super-twist technology and backlighting for high contrast visual clarity. In the normal mode it will display the time, the total number of active events and the total number of disable points. In the alarm mode it will display the total number of events and the type of event on display. Reserve 40 characters of display space for user custom messages. The module shall have visual indicators for the following common control functions: AC Power, alarm, supervisory, monitor, trouble, disable, ground fault, CPU fail, and test. There shall be common control keys and visual indicators for: reset, alarm silence, trouble silence, drill, and one custom programmable key/indicator. It will also provide two programmable buttons on the main control panel.

## 4. Initiating Device Circuits

The Initiating Device Circuits (IDC) used to monitor manual fire alarm stations, smoke and heat detectors, water flow switches, valve supervisory switches, fire pump functions, and air pressure supervisory switches shall be Class A (Style "D" or "E").

The Initiating device circuits shall be EST Signature series modules.

## 5. 24 VDC Notification Appliance Circuits

24 VDC Notification appliance circuits (NAC) shall be Class B (Style "Y"). All NAC shall have a minimum circuit output rating of 2 amp at 24 VDC. The notification circuits shall be power limited. Non-power limited circuits are not acceptable.

The 24 VDC NAC shall be EST Signature series modules.

## 6. Signaling Line Circuits

The Signaling Line Circuit (SLC) shall communicate from a panel/node to analog/addressable detectors, input modules, output modules, isolation modules and notification appliance circuits.

Each SLC to addressable/analog devices shall provide a minimum of 25 spare addresses.

The SLC connecting panels and annunciators shall be Class A (Style 7).

The SLC connecting to addressable/analog devices including, detectors, monitor modules, control modules, isolation modules, and notification circuit modules shall be Class A (Style 6 or 7).

The contractor shall purchase no equipment for the system specified herein until the owner has approved the project submittals in their entirety and has returned them to the contractor. It is the responsibility of the contractor to meet the entire intent and functional performance detailed in these specifications. Approved submittals shall only allow the contractor to proceed with the installation and shall not be construed to mean that the contractor has satisfied the requirements of these specifications. The contractor shall submit three (3) complete sets of documentation within 30 calendar days after award of contract.

Each submittal shall include a cover letter providing a list of each variation that the submittal may have from the requirements of the contract documents. In addition the contractor shall provide specific notations on each shop drawing, sample, catalog cut, data sheet, installation manual, etc. submitted for review and approval, of each such variation.

#### Product Data

Data sheets with the printed logo or trademark of the manufacturer for all equipment shall be provided by the Contractor. Indicated in the documentation will be the type, size, rating, style, and catalog number for all items proposed to meet the system performance detailed in this specification. The proposed equipment shall be subject to the approval of the Architect/Engineer.

#### Shop Drawings

A complete set of shop drawings shall be supplied. The shop drawings shall be reproduced electronically in digital format. This package shall include but not be limited to:

Detailed system operational description

Any Specification differences and deviations shall be clearly noted and marked.

#### Complete system bill of material

All drawings shall be reviewed and signed off/on by an individual having a minimum of a NICET, minimum Level III certification in fire protection engineering technology, subfield of fire alarm systems.

#### Quality Assurance/Control Submittals

Installer's Certification: Personnel certified by NICET as Fire Level II.

The engineered systems distributor must be licensed in the state of project location and have been incorporated in the business in that state for a minimum of 5 years.

Submit a copy of the contractors training certification issued by the manufacturer of the Life Safety System.

#### System Calculations

Complete calculations shall be provided which show the electrical load on the following system components:

Each system power supply, including standalone booster supplies and each standby power supply (batteries).

## **10.14 CLOSEOUT SUBMITTAL**

1. Two (2) copies of the following documents shall be delivered to the building owner's representative at the time of system acceptance. The close out submittals shall include:

- a. Project specific operating manuals covering the installed Life Safety System. A generic or typical owner's instruction and operation manual shall not be acceptable to fulfill this requirement.
- b. As-Built drawings consisting of: a scaled plan of each building showing the placement of each individual item of the Life Safety System equipment.
- c. The application program listing for the system as installed at the time of acceptance by the building Owner and/or Local Authority Having Jurisdiction (disk, hard copy printout, and all required passwords).
- d. The name, address and telephone of the authorized factory representative.
- e. A filled out Record of Completion similar to NFPA 72, 2007 edition figure 1-6.2.1.

## **10.15 WARRANTY**

The contractor shall warranty all materials, installation and workmanship for one (1) year from date of acceptance, unless otherwise specified. A copy of the manufacturer's warranty shall be provided with close-out documentation and included with the operation and installation manuals.

The System Supplier shall maintain a service organization with adequate spare parts stock within 75 miles of the installation. Any defects that render the system inoperative shall be repaired within 24 hours of the Owner notifying the Contractor.

## **10.16 TRAINING**

The System Supplier shall schedule and present a minimum of 2 hours of documented formalized instruction for the building Owner, detailing the proper operation of the installed System.

The instruction shall be presented in an organized and professional manner by a person factory trained in the operation and maintenance of the equipment and who is also thoroughly familiar with the installation.

The instruction shall cover the schedule of maintenance required by NFPA 72 and any additional maintenance recommended by the system manufacturer.

Instruction shall be made available to the City of Lewiston Fire Department if requested by the Local Authority Having Jurisdiction

## **10.18 FIELD QUALITY CONTROL**

### **1. Test & Inspection**

All intelligent analog addressable devices shall be tested for current address, sensitivity, and user defined message.

All wiring shall be tested for continuity, shorts, and grounds before the system is activated.

All test equipment, instruments, tools and labor required to conduct the tests shall be made available by the installing contractor.

The system including all its sequence of operations shall be demonstrated to the Owner, his representative, and the local fire inspector. In the event the system does not operate properly, the test shall be terminated. Corrections shall be made and the testing procedure shall be repeated until it is acceptable to the Owner, his representatives and the fire inspector.

At the final test and inspection, a factory trained representative of the system manufacturer shall demonstrate that the system functions properly in accordance with these specifications. The representative shall provide technical supervision, and participate during all of the testing for the system.

All fire alarm testing shall be in accordance with National Fire Alarm Code, NFPA 72 - 2007, Chapter 7.

A letter from the Contractor certifying that the system is installed entirely in accordance with the system manufacturer's recommendations and within the limitations of the required listings and approvals, that all system hardware and software has been visually inspected and functionally tested by a manufacturer's certified representative, and that the system is in proper working order.

#### **10.19 SPARE PARTS**

A. The Contractor shall supply the following spare parts:

- a. Automatic detection devices - Two percent (2%) of the installed quantity of each type.
- b. Manual fire alarm stations - Two percent (2%) of the installed quantity of each type.
- c. Glass rods or panels for break glass manual fire alarm stations (if used) – Ten (10%) percent of the installed quantity, but no less than two devices.
- d. Audible and visible devices - One of each type installed.
- e. Keys – One of each set for access to locked and tamper proofed components and appropriately identified.
- f. Lamps for Strobe Units – Quantity equal to one percent (1%) of amount installed.
- g. Fuses: Two (2) of each type installed in the system.

#### **10.20 PROJECT CONDITIONS**

A. It shall be the Contractor's responsibility to inspect the job site and become familiar with the conditions under which the work will be performed. Inspection of the building may be made by appointment with the Owner. Contractors are requested to inspect the building prior to bid.

B. Interruption of the existing fire alarm service: do not interrupt fire alarm service to the facility occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary guard service according to requirements indicated:

- 1. Notify Owner no fewer than ten (10) days in advance of proposed interruption of fire alarm service.
- 2. Do not proceed with interruption of the fire alarm service without Owner's written permission.

## **10.21 ADJUSTMENTS**

A. Occupancy Adjustments: When requested within Twelve (12) months of completion, provide on-site assistance in adjusting system to suit actual occupied conditions.

B. Follow-up testing: after the date of completion, test the fire alarm system complying with testing and visual inspection requirements in NFPA 72. Perform test after six (6) months and again in one (1) year in service. Use forms developed for initial tests and inspections.

## **10.22 ERRORS AND OMISSIONS:**

A. Should any errors or omissions exist in the Proposal, the Contractor and/or subcontractors concerned, shall not avail themselves of such unintentional error, omission or conflict, but shall have same explained and adjusted before signing the Contract and proceeding with the work. Otherwise, each Contractor or subcontractor shall, at his/her own expense, supply the proper materials and labor to make good any damage to, or defect in, his/her work caused by such error, omission or conflict.

B. Any items inadvertently omitted from the Proposal, which are necessary for the proper completion and operation of the work, and that can reasonably be inferred as belonging to the various systems, shall be supplied by the Contractor as part of his/her work under this section of the Specifications.

## **10.23 EXTRA WORK ORDERS - CREDITS:**

No extra work will be paid for unless authorized by the Director of Public Buildings in writing. Where extra work is required, the Design/Build Contractor shall provide an itemized account of the work involved and shall take into consideration any credits due or work omitted for any reason. Estimates shall clearly list such omitted work with proper credit given for same.

## **10.24 CONTINUITY OF SERVICE AND SCHEDULE OF WORK:**

The Design/Build Contractor shall arrange to do the work at such times, including weekends and non-business hours, and in such locations as may be required to provide uninterrupted service for the building, or any section of the building. Authorization for interrupting service shall be obtained, in writing, from the Director of Public Buildings. Costs for overtime work and temporary work shall be included in the bid.

## **10.25 PRE-CONSTRUCTION CONFERENCE:**

A Pre-construction Conference will be held between the Design/Build Contractor, and the City of Lewiston, at a mutually agreed time, to review the Contractor's proposed methods of complying with the requirements of the Proposal, and the Regulations of the City, and such matters as project supervision, onsite inspections, progress schedules, reports, payments to the Contractor, Contract change orders, insurance, safety and other items pertinent to this project.

## **10.26 WORKING HOURS:**

Efforts shall be made to schedule work between the hours of 6:00 a.m. and 6:00 p.m., or when official personnel are present in the building during the regular work week. The Contractor shall present a schedule of work at the Pre-construction Meeting. The Contractor shall have the option to work during non-business hours when the work may interfere with the normal operations of the Armory Building. A twenty-four (24) hour notice shall be required.

## **10.27 SAFETY**

The Design/Build Contractor shall barricade hallways, rooms and doorways and do any other work necessary to protect pedestrians below work being done on the interior of the building, and otherwise comply with any Federal, State, or Local Safety Regulations which are applicable.

## **10.28 REPAIR OF DAMAGES**

The Contractor shall take the necessary precautions to avoid damaging the Armory Building, or any part of the existing buildings as a result of the upgrade work. The Contractor must get the Director of Public Buildings' approval regarding the method of accessing the work areas. Additionally, any City property, which is damaged as a result of the fire alarm system installation, shall be repaired or replaced by the Contractor at his/her expense.

## **10.29 INSURANCE AND LIABILITY:**

The Contractor shall take all responsibility of the work and take all precautions for preventing injuries to persons and property in or about the work; shall bear all losses resulting to him/her on account of the amount or character of the work or because the nature of the land in or on which the work is done is different from what was estimated or expected or on account of the weather, elements or other cause; and he/she shall assume the defense of and indemnify and save harmless the City and its officers, agents and servants from all claims relating to labor and materials furnished for the work; to inventions, patents and patent rights used in doing the work; to injuries to any person or corporation received or sustained by or from the Contractor and his/her employees in doing the work, or in consequence of any improper materials, implements or labor used therein; and to any act, omission or neglect of the Contractor and his/her employees therein.

The Contractor shall procure and maintain for the life of this Contract insurance of the types and to the limits specified below. Certificates of such insurance showing policies and adequacy of protection shall be filed with the Director of Budget/Purchasing for his/her approval before permission to commence work will be granted.

### **Insurance Requirements:**

A. Workers' Compensation Insurance for all employees employed at the site of the project; and, in case any work is sublet, the Contractor shall require the sub-contractor similarly to provide coverage for the latter's employees unless such employees are covered by the protection afforded the Contractor; all coverages to be in accordance with State of Maine laws in effect and the requirements of the Industrial Accident Commission.

B. General Liability Insurance with minimum limits of liability for bodily injury in the amount of \$500,000 combined single limit and minimum limits of liability for property damage in the amount of \$100,000 combined single limit. General liability coverage shall include City of Lewiston's or Contractor's Protective, Product and Completed Operations, Comprehensive, Explosion (X), Collapse (C), and Underground (U) coverages.

C. Automotive Liability Insurance with minimum limits of liability for bodily injury in the amount of \$500,000 for each occurrence and minimum limits of liability for property damage in the amount of \$100,000. Automobile liability coverage shall include owned, hired and non-owned vehicles.

D. Certification of Insurance: The Contractor shall furnish the City of Lewiston with a Certificate(s) of Insurance. Said certificate(s) of insurance, in addition to the statement of coverages shall carry a statement worded as follows:

"In the event of cancellation, change or expiration of any of the foregoing policies, ten (10) days written notice will be mailed to the City of Lewiston."

### **10.30 INTERIOR/EXTERIOR WALLS**

The Contractor shall take the necessary precautions to avoid damaging the interior or any part of the existing building as a result of the installation work. The Contractor must get the Director of Public Buildings' approval regarding the method of accessing the work areas. Additionally, any City property which is damaged as a result of the installation work shall be repaired or replaced by the Contractor at his/her expense.

All sleeves for pipes passing through concrete walls, floors or ceilings, shall be supplied and installed by the Design/Build Contractor.

### **10.31 ELECTRICAL REQUIREMENTS**

1. The conduit and wire feed shall match or exceed the existing materials.
2. The electrical work must be completed by a State of Maine licensed electrician

### **10.32 CLEAN UP**

A. All debris resulting from the operations under this Contract and all tools and apparatus are to be removed from the site at the completion of the work and the site left clear and free from hazards, to the satisfaction of the City of Lewiston.

B. The Contractor shall remove rubbish and debris resulting from his work on a daily basis. Rubbish not removed by the Contractor will be removed by the Owner and back-charged to the Contractor. Removal of debris and rubbish from the premises shall be coordinated with the Owner.

### **10.33 PRE-BID MEETING**

All Design/Build Contractors submitting proposals are required to attend a meeting held at the City Armory Building, at 65 Central Avenue, Lewiston, Maine on Monday, June 20, 2016 at 10:00 A.M. The meeting will be held in the first floor Administration Conference Room. Attendance at this meeting by the Proposers or his/her qualified representative is a mandatory prerequisite for the acceptance of a bid from that Contractor.

### **10.34 CONCLUSION**

Proposals will be received at the Office of the Director of Budget/Purchasing, City Building, 27 Pine St., Lewiston, Maine 04240 until 2:00 P.M. on Thursday, July 14, 2016. The contractor shall submit five (5) copies of the proposals and one (1) sealed fee statement with bid deposit enclosed. Proposals will not be opened until after the submittal deadline.

### **10.35 DELIVERY, STORAGE AND HANDLING**

A. Receiving and Handling

1. The Contractor shall be responsible for all receiving, handling, and storage of his materials at the job site.
2. Access to the Armory shall be coordinated with the Owner.



## B. Storage

The Owner will provide the Contractor with a lockable storage space for the Contractor's use during this project. The Contractor shall be responsible for the security of this space.

Overnight storage of materials is limited to the assigned storage area. Materials brought to the work area shall be installed the same day, or returned to the assigned storage area unless previously approved by the Owner.

### **10.36 CONTACT INFORMATION**

Michael Paradis, Director of Public Buildings, is the City of Lewiston's contact person and addressee for receiving all technical communications about the Project. Address any and all inquiries and comments regarding the Project, by telephone, fax, E-mail, or letter to:

Michael Paradis, P.E.  
City of Lewiston: Director of Public Buildings  
Department of Public Works  
103 Adams Avenue  
Lewiston, ME 04240  
Telephone No. (207) 513-3003 ext. 3412  
Cell Phone No. (207) 576-2249  
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